



OFFICE OF THE GOVERNOR
REQUEST FOR APPEARANCE BY LT. GOVERNOR DANIEL MONGIARDO

Individual/Organization Making Request		Address		
Point of Contact	Phone Number	Cell Number	Fax Number	Email Address
Name of Event				Media Expected?
Date of Event	Start Time / End Time (please note time zone)		Time of Lt. Governor's Appearance	
Event Location			Address	
Lt. Governor's Role at Event				
Suggested Topic of Speech (please include length of speech)				
Event Background Information (please provide a copy of any news release and agenda, if available)				
Targeted Audience			Expected Number Attending	
Dignitaries or Speakers Participating (please note <i>invited</i> or <i>confirmed</i>)				
Would you like a Greeting Letter if the Lt. Governor is unable to attend?			Yes	No
Other Comments				

NOTE: Because the Lt. Governor's Schedule is so fluid, we usually do not confirm appearances more than two to three weeks in advance. We respectfully request that you do not place Lt. Governor Mongiardo's name on any notifications, invitations, or agendas unless you receive written confirmation from the Office of Scheduling. If you have any questions or concerns please contact the Lt. Governor's scheduler, Cindy Cannon, at 502-564-2611. Thank you! The Submit Via Email button will only work with Microsoft Outlook. Forms can also be faxed to 502-564-0437.